



Reference Point for Windows 2000: New Features

LOGGING ON

1. Press **[CTRL] + [ALT] + [DEL]**.
2. Click **OK** or press **Enter** at Warning Screen.
3. Enter your User name.
4. Enter your Password.
5. Click **OK** or press **Enter**.

Note: Check to make sure your domain is set to HQ.

LOCKING YOUR WORKSTATION

1. Press **[CTRL] + [ALT] + [DEL]**.
2. Click **Lock Computer**.

Note: Your workstation will automatically lock after 15 minutes of inactivity.

To Unlock Your Workstation

1. Press **[CTRL] + [ALT] + [DEL]**.
2. Enter your Password.
3. Click **OK** or press **Enter**.

CHANGING YOUR PASSWORD

Reminder: Passwords must contain at least eight characters.

1. Press **[CTRL] + [ALT] + [DEL]**.
2. Click **Change Password**.
3. Enter your Old Password.
4. Enter your New Password.
5. Confirm your New Password.
6. Click **OK** or press **Enter**.
7. Press Enter

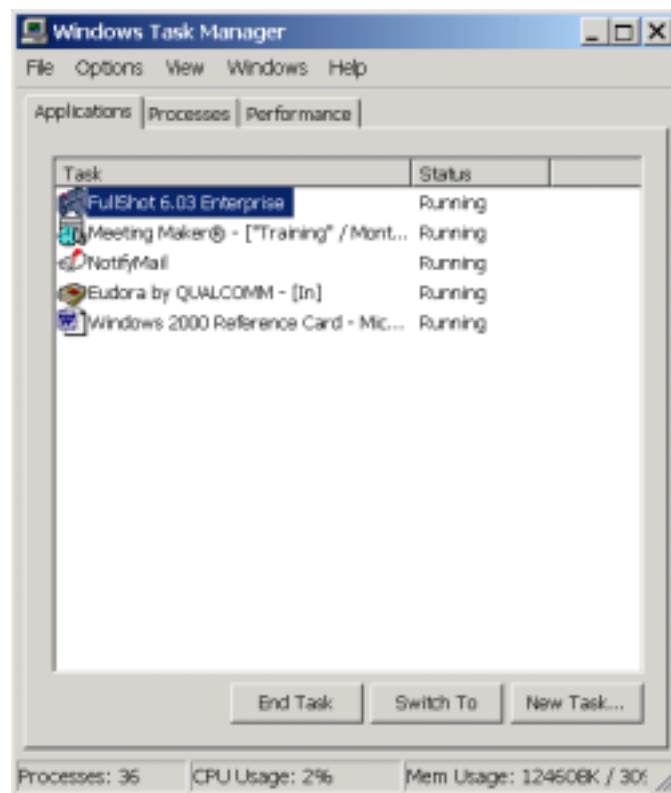
NOTE: NETWORK PASSWORDS WILL NEED TO BE CHANGED EVERY 90 DAYS; AT THAT TIME YOU WILL RECEIVE NOTIFICATION TO DO SO.

TASK MANAGER

The Task Manager, which lists the applications you currently have running and whether or not they are functioning properly, was formerly accessed in Windows 95 by pressing **[CTRL] + [ALT] + [DEL]**. This used to open the **Close Program Window** where you could end the program that was not responding from the list of programs currently running.

Using 2000 Task Manager

1. Press **[CTRL] + [ALT] + [DEL]**
or
Right-click the Task Bar.
2. Click **Task Manager**.
3. Select the task that is not functioning properly.
4. Click the **End Task** button.
5. Close the Window.



Windows 2000: New Features

FOLDERS/FILES

My Documents Folder

The **My Documents** replaces **C:\Data**, where Word, Excel, PowerPoint, and Attach folders were located. It is located on your **Desktop**.

Changing Views

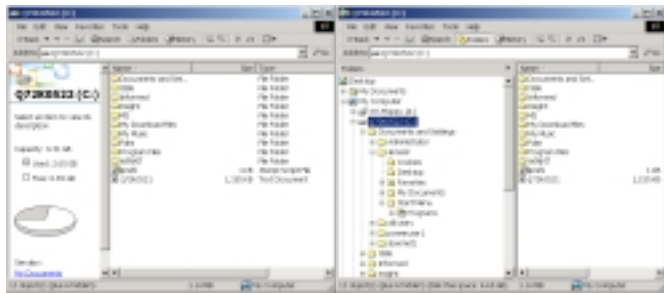
All windows can be changed to a specific View (List, Small Icons, Details, or Thumbnails).

1. After opening a folder or file, click the **View** option.
2. Select the view that you would like (List, Details, etc.).
3. Click the **Tools** option.
4. Select **Folder Options**.
5. Click the **View** tab.
6. Click the **Like Current Folder** button.
7. Click **Yes** at the warning screen.
8. Click **OK**.

Folders Button



The **Folders** button changes a Standard Window to Windows Explorer so that you can manage files and folders easily.



History Button



The **History** button displays your stored files that you have been working on as far back as three weeks. You can open and edit files from this location.

Clearing History Files

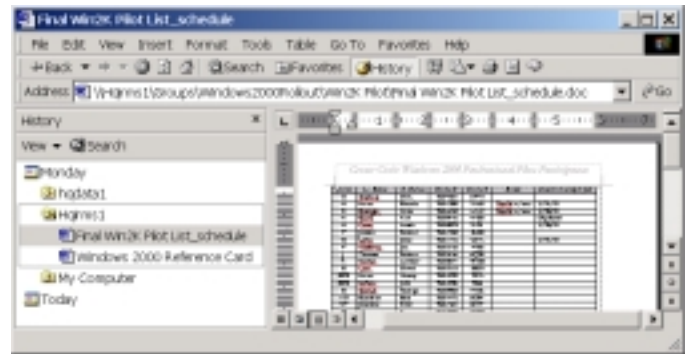
1. Select the **History** button.
2. Right-click the date you would like to delete.

or

Right-click the folder and Select **Expand** to show the specific folder you would like to delete. Right-click on the item to be cleared.

3. Select **Delete**.
4. Click **Yes** or press **Enter** at the warning dialog box.

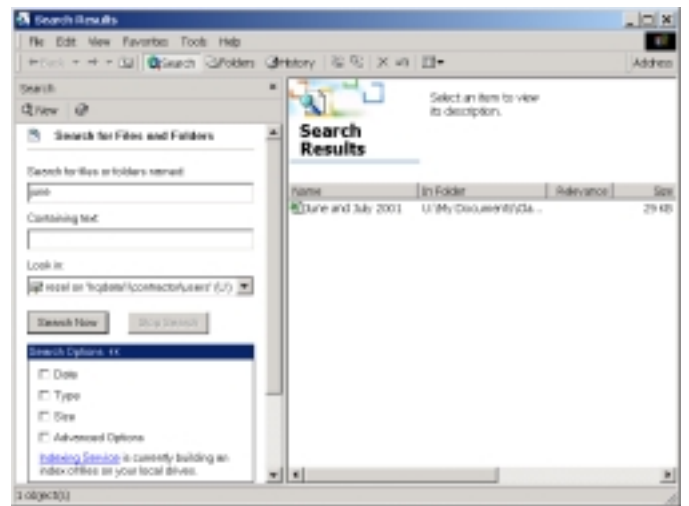
Important: Deleting Items from the History folder does **NOT** delete the actual file.



Search



The **Search Assistant** makes it easier to search for files and folders, printers, people, and other computers on your network. It even simplifies performing searches on the Internet. Search Assistant also has an indexing service that maintains an index of all the files on your computer, making searches faster.



Conducting a Search

1. Click the **Start** button.
2. Select the **Search** option.
3. Click **For Files or Folders**

or

Click the **Search** button in the standard folder window that is opened.

4. Click in the **Search for files or folders Named** box or the **Containing text** box.
5. Type the name of the file you're looking for in the first box or type in important text if you are using the **Containing text** box.
6. Select the drive to search in from the **Look In** box.
7. Click **Search Now** to run the search.

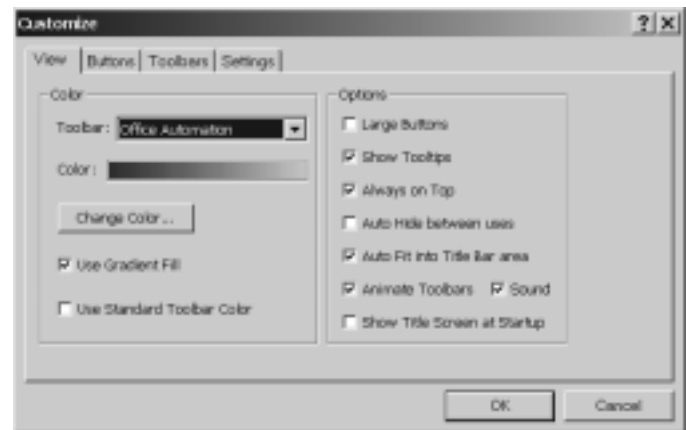
Note: You can also search by **Date, Type, Size**, or use **Advanced Options** to specify case sensitive, etc. by clicking on the **Search Options** link.

Views

VIEW	DESCRIPTION
Large Icons	Files and folders are displayed as large icons.
Small Icons	Files and folders are displayed as small icons with file names arranged horizontally.
List	Files and folders are displayed as small icons in a list.
Details	Information about every file and folder, such as its name, size, type, and when it was last modified, is displayed. You can change how the list is sorted by clicking the column headings.
*Thumbnails	New in Windows 2000—The Thumbnails view is very useful if you are working with pictures and graphics because it previews each graphic file instead of only displaying the file name and an icon.

CUSTOMIZING YOUR TOOLBARS

Office Automation/Internet Tool Suite



1. Right-click in a blank area on the Office Automation Toolbar/Internet Tool Suite Toolbar.
2. Choose **Customize** from the pop up menu that appears.
3. Click the **Change Color** button.
4. Select the desired color from the palette or choose **Define Custom Colors** to make your own color.
5. Click **OK** to close the Color Palette
6. Click **OK** to close the Customize Window.

Note: To change the style of the color fill to solid, uncheck the **Use Gradient Fill** check box.

SUPPORT

Information Technology Exchanges will be held to show you how to perform the procedures outlined in this handout, or you may call the CTC at 358-1111 to arrange desk-side support. For more information, visit the **CTC's Special Events Web Page** at the following address:

<http://www.hq.nasa.gov/office/codec/codeci/ctc/events.htm>